

**Advance CTE Board of Directors' Meeting**  
**MINUTES**

November 17, 2020

Zoom call

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**ATTENDEES:** Sarah Heath, Bernadette Howard, Laura Scheibe, Angel Malone, Steve Playl, Katie Graham, Thalea Longhurst, Jeralyn Jargo, Donna Lewelling, Victoria Crownover, Cathie Raymond

**NOT PRESENT:** Marcie Mack, Luke Rhine

**STAFF:** Kimberly Green, Kate Kreamer, Austin Estes, Katie Fitzgerald, Krissy Haynes, Meghan Wills, Meredith Hills, Stacy Whitehouse, Christina Koch

**Welcome:** Heath called the meeting to order at 3:02 PM, welcoming everyone to the Advance CTE Board Meeting. Heath introduced the new staff: Christina Koch, Stacy Whitehouse, and Jeran Culina.

**Advance CTE Financial Report:** Scheibe presented the Advance CTE FY21 financial report. Advance CTE continues to be in a strong position. The financials are reconciled through September 2020 or 25 percent of year. Seventy percent of income has been received, which is mostly membership dues. Advance CTE received a new contract for \$14,000 from Opportunity America to support a national community college study. This amount will be applied to "Other Income" in the current budget. Interest is at 50 percent of budget, which is above target. Expenses are at 12 percent of budget, which is on track, and mostly accounts for staff time and organizational expenses. A budget modification for the Board Retreat is anticipated early next year since it will now be held virtually.

Heath asked for approval of the Advance CTE financial report.

**MOTION: To approve the financial report, as presented.**  
**Playl; Raymond.**  
**MOTION APPROVED.**

**Spring Meeting Update and Budget Modification:** Fitzgerald gave an update of the Advance CTE 2021 Spring Meeting. The meeting will be virtual for the first time ever. It will be professional, well designed and similar to past Spring Meetings in format, and the content will be timely and relevant. The meeting will also be interactive and engaging for all members.

The Spring Meeting will be held on April 14–15, 2021 from 12–5 pm ET daily. It will include plenary sessions, breakout sessions and a workshop. The workshop will be a 90-minute session focused on a key issue with tangible takeaways. Problems of Practice roundtable discussions will also be included.

Haynes explained the budget modification for the Spring Meeting. Both the income and expenses decreased for the Spring Meeting are due to the event being held virtually. The

expenses decreased to \$75,685, which is due to the elimination of catering, travel and supply costs. The registration income has been reduced to \$43,750 due to decreased registration fees. Our target is 250 attendees register at the rate of \$175. Sponsorship income has been reduced to \$31,935 due to lower sponsorship pricing. This modification results in a balanced budget.

Heath asked for approval of the proposed Advance CTE budget modification.

**MOTION: To approve the budget modification, as presented.  
Raymond; Jargo.  
MOTION APPROVED.**

**Personnel Policy Revisions:** Haynes explained that revisions to the Personnel Policy Manual were necessary due to new technologies adopted by the organization, as well as the hiring of remote workers. The revisions were reviewed and approved by Advance CTE's attorney, who did note that the organization will have to abide by the ADA guidelines once it reaches 15 employees.

There were three sections of the Personnel Policy Manual that were updated based on the adoption of technology: timesheets, expense reimbursements and leave. The organization is now using ClickTime to enter and submit their timesheets online. Expensify and DocuSign are now used by employees to submit their expense reports. Submission and approvals of expense reports also happen online, so receipts no longer have to be original as digital copies are now accepted. BambooHR is now used for annual and sick leave reporting and accrual. BambooHR allows for annual and sick leave accrual to be prorated from the employee start date. This new accrual policy will go into effect for all employees hired starting on December 1, 2020.

There were three sections of the Personnel Policy Manual that were updated due to the hiring of remote employees: health insurance, weather related delays and dismissals and transportation benefits. The health insurance section was updated to include language regarding premium payments for select health plans. Small premium payments are necessary for remote workers as Advance CTE is not able to cover the payments for the employee due to the plan being grandfathered pre-Affordable Care Act. Remote workers are required to get the upgraded BluePreferred healthcare plan as the basic plan is only available for employees located in DC, northern Virginia and Maryland. Language was added to the weather-related delays and dismissals section, as well as the transportation benefits section stating that remote workers are ineligible for these benefits. Transportation benefits will also be paused for employees that telework for longer than a month.

Finally, changes were made to the evaluation system to ensure there was no bias in the evaluation system. The descriptions of the 5 levels of performance got updated.

Heath asked for approval of the personnel policy revisions.

**MOTION: To approve the Personnel Policy revisions, as presented.  
Scheibe; Graham.  
MOTION APPROVED.**

**Postsecondary Strategy:** Hills gave an update about the postsecondary strategy. The postsecondary strategy was created to ensure a deliberate focus on postsecondary CTE across the organization and its work. Given significant progress and widespread integration of postsecondary into all aspects of the organization's work, Hills proposed that Advance CTE retire the separate strategy. Staff will continue to be intentional to ensure postsecondary CTE is incorporated into all other strategies.

Green provided context sharing that when the strategies were reviewed, it was clear there was no work that was unique to the postsecondary strategy, as all of the work was also found in other strategies. Removing this as a separate strategy allows us to streamline the work.

Howard agreed that it is reasonable to have the separate strategy eliminated and have it integrated into the other strategies.

Heath reminded everyone about adult basic education and how career pathways are supported. Green said that the evolving vision will include a focus on postsecondary and adult CTE.

Heath asked for approval to retire a separate postsecondary strategy.

**MOTION: To retire a separate postsecondary strategy.**

**Lewelling; Howard.**

**MOTION APPROVED.**

**Federal Policy Update:** Hills gave an update on the federal policy. Since March the federal landscape has changed significantly. The legislation is solely focused on COVID-19 response and recovery. Since March when the Coronavirus Aid, Relief, and Economic Security (CARES) Act passed, there have been many proposals, but nothing has passed. Politics have turned more partisan than before, and Republicans and Democrats are not coordinating on anything. The environment is now gridlocked.

Advance CTE has been able to grow its advocacy reach and engage with new partners. One new partner is the Homework Gap Coalition, which is focused on the learning and teaching gap. The group has focused on advocating for stimulus funding for broadband. We have also gotten our members involved in targeted state congressional outreach.

Next, Hills spoke about what to expect in a lame duck session, notably the Fiscal Year 2021 appropriations. Congress will either pass a new bill or another continuing resolution. Last week the Senate introduced their appropriations bill that included an increase of \$75,000,000 for Perkins funding, but it is not expected to be voted on. Congress will also work on another COVID-19 relief bill, but the likelihood of a bill getting passed during the lame duck is low.

Finally, Hills spoke about the Biden Administration transition planning. All of the transition planning is currently informal due to the General Services Administration funding not being passed to Biden Administration Transition Team. Biden's campaign platform talked about CTE and called for increased CTE funding. However, so far in Biden's transition planning, CTE is

not explicitly called out as part of the education planning. Hills shared that we are hopeful it will be incorporated but that it will be an uphill climb to get it on the Biden radar. Linda Darling-Hammond was named the head of the education transition team. She has an extensive background in education and was also on the Obama transition team, but has not done a lot of work in CTE. There is not a CTE-specific member on the transition team.

Smith noted the overlap with the Obama transition team and asked how optimistic she is that CTE will be integrated into the plan. Hills is hopeful that CTE will be recognized due to the overlap with the Obama transition team as well as our many partners on the team, but stated that without having a CTE-specific person on the team groups will have to advocate for CTE specific language. Green added that the priorities identified fit nicely with what CTE can deliver and noted that the Biden plans often use the term community colleges instead of CTE. The Campaign speaks of tripling of Title I funding, but do not mention new CTE funding. Advance CTE's responsibility is to get the transition team to see CTE as a solution and to name it explicitly.

**Administration Transition Priorities:** Hills shared the priorities for the new Biden-Harris Administration.

1. **Embrace and promote CTE as a valued pathway for learners.** The purpose of this is to eliminate stigma of CTE through communications and messaging. It also includes investing in and reforming education and workforce systems.
2. **Making CTE a central part of the Administration's economic recovery strategy.** Upskilling and reskilling are going to be critical to the recovery, therefore it is important to invest in CTE, use CTE as a primary strategy for economic recovery and use CTE for an equitable return to full employment.
3. **Promote inter-connected CTE education and workforce development systems.** This includes creating a cross-agency cabinet level collaboration-led by the U.S. Secretary of Education. This will help reduce duplication, increase efficiencies, and align and expand federal investment.
4. **Eliminate structures that embed systemic racism in education and workforce programs.** An equity lens was used throughout all the priorities, but wanted to call it out specifically. There are three subtopics:
  - Develop and support a diverse CTE educator workforce
  - Expand statewide data system capacity, transparency and utilization
  - Promote an education system that values all learning
5. **Ensure that states are fully supported in the implementation of Perkins V During Covid-19.**
  - Adopt the measures in Advance CTE's [stimulus priorities document](#), including CTE-designated funding and statutory flexibility and waivers
  - Adopt the measures needed as the pandemic continues

6. **Attend to CTE-related challenges and supports during COVID-19 response and recovery.** The following supports have been requested:
  - Invest in digital and physical infrastructure
  - Craft new employer-informed curriculum that integrates augmented and virtual reality
  - Provide professional development
  - Expand access to remote learning resources that ensure equity in delivery
  - Expand the delivery of virtual work-based learning and preparation to serve displaced workers
7. **Double the federal investment in CTE.** This includes increasing the federal investment to keep pace with inflation and demand.
8. **Expand Pell grant eligibility.** This topic includes expanding Pell grant eligibility for short-term programs, as well as expanding the eligibility for incarcerated individuals.

Hills opened the floor for discussion of the following questions: Is there anything missing from the list or are there any items on the list that are not a high priority? There were no comments.

Next, Hills asked if Double the Investment should count CTE-adjacent federal program funding increases, such as community college workforce programs and high-quality apprenticeship programs.

Malone said that she was cautious of including CTE-adjacent program in Double the Investment since the Administration does not currently have a CTE champion and she does not want CTE to get lost in the message by including the CTE-adjacent programs. She added that states do not always benefit fully from the CTE-adjacent programs. Raymond agreed with Malone. Heath said that she doesn't feel good about having a differing message from another organization that supports CTE, assuming ACTE would not want to advocate for CTE-adjacent programs. Lewelling thinks we run the risk of watering down what CTE brings to the table and also lose ability to target funding where we have already identified priorities. Playl said that it would be nice to have funding in the other CTE-adjacent areas, but that it shouldn't be our focus. Howard believes it is important to get the funding and ensure we can deliver the programs we need and the training to students, and is less concerned about making CTE separate.

Hills proposed to strike the stipulation language in the double the federal investment in CTE.

Jargo asked for discussion around eliminating the stigma around CTE. A lot of the Minnesota newly elected officials do not use the terms CTE or Career and Technical and do not understand the value of the programing. She recommended approaching as a blank palette that communicates the value of the programs and experiences. Green explained that we included the sentence knowing that Linda Darling-Hammond does think there is a stigma. The sentence is targeted at the transition team since they do have stereotypes and perceptions of CTE, so we wanted to take it on very directly. Green added that we want the transition team to stop thinking about CTE as an elective and start thinking about it as a central part of the design and delivery of

our workforce education system. She intentionally put that language first to establish it as the bedrock for all priorities that follow. Playl said that it makes sense.

Playl is excited to see Pell grant eligibility as a priority, and especially the part around short-term programs. He suggested elevating short-term credentialing and short-term programs into other areas as well, for example, calling it out specifically in the economic recovery section.

Hills summarized the changes:

- Deleting the language in double the investment that is in italics;
- Add in language on short-term programs to the economic recovery section.

Heath asked for approval of proposed transition priorities.

**MOTION: To approve the proposed transition priorities, with modifications.  
Howard; Raymond.  
MOTION APPROVED.**

**Heath adjourned the meeting at 4:06 p.m. ET.**